



POSITION DESCRIPTION PROGRAM AND POLICY OFFICER

Agency	Department of Foreign Affairs and Trade
Position number	TBC
Title	Program and Policy Officer
Classification	LE4
Section	Policy
Reports to (title)	Second Secretary Political (AU)
Current Occupant	Reclassification

About the Department of Foreign Affairs and Trade (DFAT)

The role of the Department of Foreign Affairs and Trade (DFAT) is to advance the interests of Australia and Australians internationally. This involves strengthening Australia's security, enhancing Australia's prosperity, delivering an effective and high quality overseas aid program and helping Australian travellers and Australians overseas.

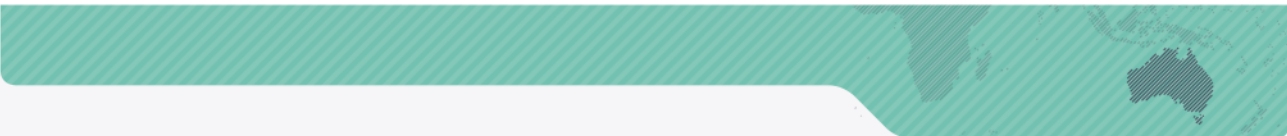
The department provides foreign, trade and development policy advice to the Australian Government. DFAT also works with other Australian government agencies to drive coordination of Australia's pursuit of global, regional and bilateral interests.

About the position

Under direction, the Program and Policy Officer is responsible for supporting the Embassy's management of Australia's partnerships with the African Union (AU) and UNECA, the Embassy's small grants program, and reporting on pan-African priorities including trade, development and peace and security.

The key responsibilities of the position include, but are not limited to:

- Monitor and provide advice on Australia's partnerships with the AU (including Women, Gender and Development Directorate).
- Support the implementation of Australia's partnership with UNECA (including Digital Earth Africa).
- Develop and maintain strong working relationships with senior AU and UNECA officials, African Member States, donors and stakeholders.

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- Coordinate agreements, including variations and amendments, and identify and mitigate risks.
 - Monitor and evaluate Australia's funding to multilateral bodies, including the AU and UNECA.
 - Report on key economic, development and political issues at the AU and UNECA.
 - Manage the Embassy's small grants program, including all financial records, arranging payments, and the design and implementation of the program and selected projects.
 - Monitor and evaluate the Embassy's small grant projects, including field visits in all countries of accreditation as required.
 - Maintain the risk register to track and manage identified project risks, and monitor projects for fraudulent activity.
 - Support the management of ANCP under the direction of the Senior Program Manager.
 - Contribute to communication materials, social media content, and events aimed at raising awareness of Australia's development assistance.
 - Manage document storage, including financial records, in line with Australian Government requirements.
 - As required, prepare briefings and assist with visitor programs and other projects.

Qualifications/Experience

- Tertiary qualifications or equivalent knowledge/expertise in relevant discipline such as international relations, international development, or political science.
- Excellent written and communications skills in English. French language skills desirable.
- Strong program management skills, including financial and records management.
- Well-developed interpersonal and networking skills, including flexibility and adaptability.
- Proven organisational and project coordination skills, and ability to handle multiple tasks and prioritise effectively to meet deadlines.
- Ability to operate effectively within a team and across teams.
- Strong IT skills, including an understanding of social media and other communication platforms.